



# The 7 Habits for Managers: Managing Yourself, Leading Others, Unleashing Potential

*Stephen R. Covey*

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Habit 1: Be proactive

Use your resourcefulness and initiative to break the barriers to results.

Habit 2: Begin with the end in mind

Make the great contribution you are capable of making.

Habit 3: Put first things first

Focus on a few "wildly important goals" and track your progress.

Habit 4: Think win-win

Make Win-Win Performance Agreements to motivate superb performance.

Habit 5: Seek first to understand, then to be understood

Practice Empathic Listening and give honest, accurate feedback.

Habit 6: Synergize

Always seek the Third Alternative?the truly creative solution or decision.

Habit 7: Sharpen the saw

Unleash the potential of your team members by tapping the "whole person."

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